

Oskaloosa Public Library Policy:	Board of Trustees Bylaws
Adopted: October 1902	Last Revision: April 2010

A. Library Board

1. According to the requirements of Ordinance Number 483, City of Oskaloosa, Iowa, the Library Board of the Oskaloosa Public Library shall consist of nine (9) members to be appointed from time to time by the mayor, with the approval of the City Council. Two members (2) are to be residents of rural Mahaska County.
2. The general powers and duties of the Oskaloosa Public Library Board are outlined in Chapter 378B of the Code of Iowa.
3. The Library Board shall exercise its powers and duties by:
 - a. Employing a competent and qualified Library Director.
 - b. Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
 - c. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
 - d. Assisting in the preparation of and seeking adequate support for the annual budget.
 - e. Developing long-range goals for the library and working toward their achievement.

B. Library Trustees

1. Trustees are appointed by the mayor.
2. Trustees serve a term of six years.
3. Trustees shall serve no more than two consecutive terms or in the case of completion of a partial term, a total of fifteen (15) years consecutively. Individuals may return after two years and serve again.
4. Trustees must be at least eighteen years of age.
5. If a Trustee vacancy occurs, the Mayor will appoint a replacement to complete the term.
6. Any Trustee who has three consecutive unexcused absences will automatically terminate his/her position on the Library Board.

C. Officers

1. The officers of the Library Board shall consist of a president and a vice president. A secretary will be appointed by the Library Board. Their terms of office shall be for one year.
 - a. Officers are to be elected at the annual meeting and hold office until their successors are elected and installed.
 - b. Officers may succeed themselves in office.
2. Duties of officers.
 - a. President
 1. The President shall preside at all Board meetings.
 2. The President shall appoint all committees.
 3. The President shall sign vouchers to pay bills after approval from the Board.
 - b. Vice President
 1. The Vice President shall preside at Board meetings in the absence of the president.
 2. The Vice President shall perform those duties as decided by the President or Library Board.
 - c. Secretary
 1. The Secretary shall keep minutes of the Library Board meeting.
 2. The Secretary shall mail the monthly mailings to Board members.

D. Meetings

1. Regular meetings are held on the fourth Monday of each month at 4:00 p.m. in the meeting room of the library, or such other place or time as the Library Board may determine. The media and public will be given twenty-four hours notice of any meeting including the tentative agenda.
2. The Annual Meeting will be held in June of each year. During the Annual Meeting, installation of new Board members will take place immediately before adjournment with election of officers to follow. New Board members and officers will assume their positions at 12:01 a.m. on July 1.
3. Special meetings may be held at any time at the call of the President or Director, or at the call of any two members of the Library Board, provided the notice thereof be given to all Trustees and media at least twenty-four hours in advance of the special meeting.
4. A quorum at any meeting shall consist of five members or more.
5. Order of business to be conducted as follows:

Roll call
Minutes
Correspondence
Director's report
Committee reports
Unfinished business
New business
Financial report
Public input
Adjournment

6. An agenda for the Board meetings shall be prepared by the Library Director in cooperation with the President of the Board.
7. Roberts Rules of Order shall govern in the parliamentary procedure of the Library Board.
8. Monthly mailings to Library Board members include the following:
 - Monthly report, claims lists, and meeting agenda.
 - Minutes of the last meeting.
9. Minutes of Board meetings and the Library Director's monthly reports are public documents and are available on the library's web site. Older records are maintained by the administrative assistant. They are available to the public upon request.
10. Library Board meetings are held in accordance with open meeting laws.

E. Personnel

1. Personnel regulations are conducted in accordance with the City personnel manual.
2. The Library Director shall be the executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be:
 - a. To select library materials. Selection responsibilities for specific areas may be delegated to others by the Director.
 - b. To maintain and operate the physical plant.
 - c. To recruit, train, and assign members of the library staff.
 - d. To inform the Library Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.
 - e. The Library Director shall be in attendance at all meetings of the Library Board except those at which his/her tenure or salary is to be discussed or decided.

C. Fiscal Matters

1. The Library Director shall prepare an annual budget in consultation with the Budget Committee. It is submitted to the Library Board by the chairperson of the Budget

Committee for their approval before it is presented to the proper governmental body by the Library Director.

2. A current financial claims list should be prepared monthly by the library staff. Following approval by the Library Board, the claims are sent to the City Clerk's office for payment. Monthly claims lists are merged into a yearly compiled list.

H. Committees

1. Budget & Finance Committee

The Library Board President, Vice-President and two additional appointed board members make up the Budget & Finance Committee. Signatory power for investment actions is shared by the Board President (Vice-President in the President's absence) and the Library Director. The purpose of the Budget & Finance Committee shall be:

- a. Develop in consultation with the Library Director an annual budget proposal to be recommended for Library Board approval.
- b. Consider the recommendations of other committees in the preparation of annual budgets.
- c. Recommend to the Library Board actions to be taken in the adoption of annual budgets.
- d. Consult with the Library Director in the solution of unexpected budget problems and make recommendations to the Library Board.
- e. Oversee the use of large bequests and make recommendations to the full board.
- f. Monitor and report on library investments.
- g. Research and recommend investment actions to the full Library Board.
- h. Act as a liaison between the Library Board and city officials with regard to management of the Library Maintenance Fund.

2. Planning & Policy Committee

The purpose of the Planning & Policy Committee shall be:

- a. Develop in consultation with the Library Director and staff bylaws and policies (other than personnel) necessary for the functioning of the library and recommend such to the Library Board for adoption.
- b. Annually review bylaws and policies.
- c. Recommend changes to bylaws and policies as necessary.
- d. Coordinate the plans of other committees and pull these together into a comprehensive long range plan for continued library development.
- e. Review the long range plan annually and suggest changes as necessary.

- f. Suggest to other committees areas in which planning is needed if it isn't already in progress.
- g. Undertake planning in areas that do not fall under the specific province of other committees.
- h. Do studies of the community that will suggest areas in which planning is necessary and provide this information to other committees for their planning activities.

3. Staff Committee

The purpose of the Staff Committee shall be:

- a. Serve as advisor to the Library Director on staff matters.
- b. Develop and implement salaries and fringe benefits adequate and appropriate for all employees.
- c. Develop personnel policies and a personnel manual including job descriptions and grievance procedure that is reviewed and updated at least annually.
- d. Develop and implement a plan by which all library employees can become certified according to guidelines provided by the State Library and maintain certifications through continuing education.
- e. Evaluate the Library Director's performance annually.
- f. Communicate to the Budget Committee requests for funds necessary to carry out the above purposes.

4. Buildings and Grounds

The purpose of the Buildings and Grounds Committee shall be:

- a. Provide for the maintenance of current library facilities.
- b. Evaluate current facilities in terms of adequacy and present and future needs.
- c. Make recommendations on what improvements to facilities and equipment will best serve the community.
- d. Plan for new facilities and equipment as needed that will ensure a high standard of service to the community.
- e. Communicate to the Budget Committee requests for funds necessary to carry out the above purposes.

5. Technology Committee

The purpose of the Technology Committee shall be:

- a. In cooperation with the Library Director, review the technology plan annually and suggest changes as necessary.
- b. Review technology-related proposals developed by the Library Director and determine feasibility for presentation to full board for approval.
- c. Communicate to the Budget Committee requests for funds necessary to carry out the above purposes.

I. Amending Bylaws

1. Bylaws amendments shall be proposed at one regular meeting to be voted upon at the following meeting.
2. Passage of amendments shall require a vote of two-thirds of those present at the meeting.

J. Indemnification

The Library shall indemnify any Library Trustee who has been made a party to a proceeding, if that Trustee acted in good faith, reasonably believing that his or her actions were in the Library's best interests and had no cause to believe the conduct was unlawful. The Library shall further indemnify a Trustee who was wholly successful in the defense of any proceeding to which the Trustee was made a party because of being a Trustee of the Library, against reasonable expenses incurred by the Trustee in connection with the proceedings.